

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: June 8, 2004

RE: SAM II Financial Check Issuance and Pickup for Friday, June 11, 2004

As you are aware, an Executive Order was issued by Governor Bob Holden stating that state offices will be closed on Friday, June 11, 2004. There will be no nightly cycle in SAM II Financial on Friday, June 11, 2004. Checks issued through the SAM II Financial System Wednesday, June 9 through Monday, June 14 will be dated and available for pickup as follows:

Calendar Date	June 9	June 10	June 11	June 14
Check Date	June 14	June 15	No Checks Issued	June 16
OA/Accounting Check Release Date to Agencies	June 14, morning	June 14, 1:00 p.m.	No Checks Pickup or Released	June 15, 1:00 p.m.

If you have any questions in regard to the above check dates or check release dates, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact us if he/she needs assistance.